

Guidance about submission and examination of research theses is in the [University Regulations and Code of Practice for Research Degree Programmes](#) and you should read this – section 9 deals with submission and examination.

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Appointment of Research Degree Examiners

- Your supervisor(s) will need to submit an Appointment of Research Degree Examiners form to the Postgraduate Student Administrator in Physics ideally 28 days before submission (this used to be called an Intention to Submit Form).
- The form is submitted to the Exams Office, subject to the approval and signature of the Director of the Graduate School and Graduate Dean).
- Forms are on the Exam Office website <http://bristol.ac.uk/exams/research/>

Format Thesis

- Format your thesis document as per Annex 4 <http://www.bristol.ac.uk/esu/pg/cop-research-degrees.html>
- You should also take care that your work is properly [referenced](#). Failure to do this can lead to allegations of plagiarism.

Paper chapters

- If you have used text in your thesis sourced from your own published papers, use the practise submission point and notify the Director of the Graduate School so that the referencing can be reviewed.
Please do this well in advance of your final submission deadline.

Practise electronic submission (Turnitin practice point)

- You should complete at least 1 practice submission to Turnitin and discuss a Turnitin report with your supervisor(s) *before* final submission.
- There is full guidance on the Faculty of Science webpages:
<https://www.bris.ac.uk/science/postgraduates/?ticket=ST-4128266-Y7DgUVmYzm6rWNVM2ULK-nAC10040C2095>
You will need your UoB login to gain access.

Print Thesis

- Once it is final you can get your soft-bound copies printed; one for each examiner (i.e. usually two*).
 - Contact Print Services <http://www.bristol.ac.uk/printservices/> You need to pay for this.
- *Note that you may also take a printed copy of your thesis with you into your viva voce (oral exam).

Electronic submission (Turnitin submission point)

- There are instructions on the [Faculty of Science webpages](#) you will need your UoB login to gain access.
- Remember to email phys-pgr-e-submission@bristol.ac.uk to say you've submitted via Turnitin, so that we know to begin the Turnitin report review. Review can take up to 10 days.

Physical submission

- Submit both soft-bound copies to the Exams Office
 - You can do this by taking your thesis copies in person to the [Student Information Service at 5 Tyndall Av.](#) before or on your final submission date. The SIS will pass your thesis to the Exams Office.
 - If you are not in Bristol you can submit by [post](#) directly to the Exams office in Great George Street.
- ➔ Once you have completed electronic and physical submission, and the Turnitin review is complete, you will get an email from our Exams Office confirming that the thesis is sent to examiners.

Research Degrees Exam Board meetings

- Bear in mind the dates of the Research Degrees Exam Board meetings - also listed on the Exams website <http://www.bris.ac.uk/exams/research/>. These dates will dictate how soon you can be awarded your degree and which graduation ceremonies you can attend. The award date is particularly important for students who need confirmation to show a future employer and/or any students who are keeping an eye on their visa expiry date.
- If you want to attend graduation ceremony you need to register: <http://www.bris.ac.uk/pace/graduation/>

Viva and Corrections

- Your internal examiner sets up your viva (within 4 months of submission at most, and ideally much sooner).
- Please let me know the date of your viva so I can chase up paperwork if necessary.

Please do not send your thesis directly to your examiners, in hard copy or electronically. Examiners need to be appointed first and the thesis approved via Turnitin, so sending a thesis direct is in contravention of our regulations.

- You have your viva. You complete any corrections and notify your internal/external examiner as applicable.
- Depending on timing, your thesis and viva reports will go to the research board of examiners who will confirm an award (subject to corrections if these are not already complete, and unconditionally if you have already made your corrections and your examiner(s) have notified the Exams Office of this).

Final thesis deposition

- Once corrections etc. are all complete, as was specified as a result of your viva, you [deposit your final copy online](#).

Deferred thesis access

- If you wish to defer access to your thesis please apply well ahead of submitting your final copies <http://www.bristol.ac.uk/directory/exams/research-degree/deferred-access/>

Graduation

- You attend graduation ceremony if you wish, but you **must** check the [Research Degree exam board dates](#) first. See the [postgraduate section](#) of the Public and Ceremonial Events Office for details.

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